



MOS and ASI Courses





63B Wheel Vehicle Mechanic

- To perform unit and direct support level maintenance on automotive wheel vehicles; wheel vehicle operations; introduction to troubleshooting; fuel system maintenance; electrical system maintenance; power train maintenance; chassis, suspension, and steering maintenance; brake maintenance; preventive maintenance checks and services (PMCS); recovery operations; common maintenance subjects; TMDE; publications; maintenance forms; use and care of tools/power tools; shop safety; maintenance discipline; information systems security; physical fitness; and use of soldiers manual.
- Course Duration: 11 Weeks 2 days





42A

HUMAN RESOURCES SPECIALIST

- Utilize software applications; prepare military correspondence; casualty reporting; prepare personnel actions; prepare strength management and accounting reports; prepare promotion actions; prepare reassignment actions; prepare personnel accounting actions; utilize query. The course also includes a 72 hour ftx.
- **Course Duration:** 8 Weeks 3.0 Days





42F

PERS INFO SYS MGT SPECIALIST

- Students will interpret Standard Installation/Division Personnel System (SIDPERS) language, prepare SIDPERS updates, understand the UNIX operating system, perform system administration, configure communication hardware and software (modem and LAN), and process external updates. In the future (TBD), e-MILPO will replace SIDPERS.
- **Course Duration:** 8 Weeks





44C Financial Management Spec

- Introduction to finance operations, DJMS/JDCIII; research finance actions using DODFMR/MPPM; computing pay dates; entering input for pay election; military pay and allowances, allotments; miscellaneous adjustments; casual payments; transact public funds; prepare military pay voucher, travel vouchers, principles, rules, procedures and reporting of the operation maintenance army appropriation. Coding of expenditure, reimbursement and miscellaneous transactions and their effect on the Standard Army Finance System; budget execution and accounts payable, finance wartime doctrine.
- Course Duration: 9 Weeks





56M CHAPLAIN ASSISTANT

- Tactical operations, religious operations support, basic human interaction, typing, office procedures, receiving and safeguarding offering, purchase and receive NAF Chaplains' Fund supplies and supply procedures.



27D PARALEGAL SPECIALIST

- Nonjudicial punishment, pretrial and post-trial procedures for summary, special, general courts-martial and administrative separations, claims and legal automation plus an FTX.



- Course duration: 10 weeks 3 Days



Additional Skill Identifiers(ASI) (H8)

- H8 - Wheel Recovery Vehicle Specialist: Operating, servicing and using wheel recovery vehicles and equipment; procedures used in rigging, recovering and towing of wheel vehicles.
- Course Duration: 2 Weeks





Additional Skill Identifiers(ASI) (E3)

- E3 - Executive Administrative Assistant. Advanced word processing; transcribing audio tapes; English grammar; word usage and spelling; preparing, accepting and regretting of invitations; receiving and announcing visitors; calendar maintenance and time management; social usage and protocol; preparing correspondence
- Course duration: 5 weeks





Additional Skill Identifiers(ASI) (F5)

- F5 - POSTAL OPERATIONS: Procedures involved in the operation of a military post office (MPO) to include: accept domestic mail, accept domestic mail requiring special services, accept international mail, operate a postage meter machine, prepare money order transactions, maintain stamp stock, conduct audit of stamp stock, operate an integrated retail terminal, maintain postal supplies, prepare claims and inquiry forms, mail security, operate a postal service center, conduct postal directory functions, process registered mail, process mail, and prepare mail transportation documentation.
- Course duration: 5 weeks





Additional Skill Identifiers(ASI) (F4)

- F4 - POSTAL SUPERVISOR: Military postal service responsibilities, postal financial management, program an integrated retail terminal; mail security; and mail transportation.
- Course duration: 2 Weeks 4 Days

